

**CHILD CARE LICENSING ADVISORY COMMITTEE
MEETING MINUTES**

10 January 2013
Cannon Health Building, Room 128
288 North 1460 West
Salt Lake City, UT

Members Present: Dale Smith, Diane Wilkinson, Carol Thompson, Tracey Brown

Members Excused: Joni Hemond, Patrick Marino, Leslie Hjorth

Members Absent: Heidi Radeke, Ed Dieringer, Julie Shakib, Jodi Jensen, Michael Libeck

Department of Health and Child Care Licensing Staff Present: Nan Streeter, Teresa Whiting, Simon Bolivar, Donna Thomas, Jessica Strout, Karrie Phillips, Colleen Murphy, Joseph Peterson

WELCOME

Mr. Smith welcomed the committee members and members of the public and started the meeting at 9:40 a.m.

APPROVAL OF MINUTES

Since there was not a quorum of committee members present at the meeting, minutes from the November meeting could not be approved.

NEW BUSINESS

- ◆ Mr. Bolivar reported that updated Interpretation Manuals will be on the Child Care Licensing website by the end of January. The manuals are updated once a year. A post card will be sent to all providers letting them know the updates are on the web page.
- ◆ Mr. Bolivar showed the proposed rule language that adds child sexual abuse as one of required topics for orientation training and annual training. Ms. Craft reported that the Resource and Referral agencies will offer classes covering this topic. There was not a quorum of committee members present at the meeting, but a straw poll of the attending members showed they recommend this addition to the rules.
- ◆ Mr. Bolivar reported that the window decals can be purchased for regulated providers without an increase in licensing fees. He is having 4 inch by 4 inch decals made that have the state seal and language indicating that the facility is state licensed. Once purchased, the decals will be sent with new and renewal licenses.
In response to Ms. Wilkinson's question, Mr. Bolivar stated that providers can request the

decals be sent before renewal licenses.

- ◆ Mr. Bolivar then reported that the committee needs a replacement for Carolyn Miller. According to the by-laws, committee members that have three or more unexcused absences are to be replaced. Ms. Miller represented Residential Certificate Child Care Providers. Anyone with suggestions for her replacement are to call or e-mail Mr. Bolivar with those names.

REPORTS FROM PARTNER AGENCIES

- ◆ Mr. Matherly gave an update on Care About Childcare. Office of Child Care staff have gathered input about the web page and the quality indicator criteria through focus groups, town hall meetings, electronic surveys, and a parent tab on the web page. Work groups have been formed and are going through the specifics and verification of the quality indicators to ensure statewide consistency. There is also an Office of Child Care subcommittee that is meeting monthly to review the input. He also went over the number of people who visit the web page and a break down of those visits. About 60 percent of the visitors are returning visitors and about 40 percent are new visitors. He showed a break down of visitors by countries, states, and cities. He reported that Office of Child Care staff have started discussing when and how to renew and update the quality indicators

REPORTS FROM CHILD CARE LICENSING

- ◆ Mr. Smith had Karrie Phillips, Child Care Licensing Trainer, share that she recently received a letter from the governor thanking her for the work she does with child care providers. Mr. Bolivar added that she has built a bridge between providers and Child Care Licensing and has given providers a greater understanding of rules, rule changes, and the inspection process.
- ◆ Mr. Bolivar reported that he attended a meeting with city officials to discuss business licenses and child care licenses. The officials committed to helping the public understand the differences between the two licenses and will ensure that providers with child care licenses also have business licenses.
- ◆ Mr. Bolivar also attended meetings about the international building code and participated in discussions about the differences between day care (which includes such things as adult day care and care for people with special needs) and child care. As a result of those meetings, changes were made to the code which include references to state licensing rules.
- ◆ Mr. Bolivar announced that discussions have started about implementing standards for related (family, friends, and neighbor) care. There is an Office of Child Care subcommittee meeting to develop those standards and staff from Child Care Licensing will be checking compliance with those standards.

- ◆ Mr. Bolivar reported that Licensing Specialists are now checking cribs to ensure they are in compliance with the new federal regulations.

PUBLIC COMMENTS

- ◆ Steve Matherly commented that, with the completion of Care About Child Care, staff from the Office of Child Care are able to complete the federal reporting of Utah's quality rating improvement system. He said they have received numerous comments from people from other states about the success of Utah's program.

The meeting was unofficially adjourned at 10:47 a.m.

The next meeting is March 14, 2013 from 9:30 - 12:00 in room 128 of the Cannon Health Building at 288 North 1460 West in Salt Lake City.